**Public Education Commission**

Educational Program Amendment Instructions

**Purpose:**

This amendment is used to inform the Public Education Commission (PEC) of a proposed change to the educational program as described in the charter contract. Any changes made should support and align with the charter mission. The amendment may not change the essence of the school’s mission.

**Submission Deadline:**

The amendment must be submitted in time to appear on the PEC’s agenda prior to the change being communicated or utilized. The amendment may be placed on the agenda of the next regular PEC meeting if the complete request was received at least days 28 prior to the meeting. The amendmentmay be placed on the consent agenda of a regular PEC meeting for possible action by the PEC. Any amendment request may be removed from the consent agenda during the scheduled PEC meeting for full discussion and possible action by the PEC.

**PEC Consideration:**

All performance data (academic, organizational, and financial) for the last three years including any outstanding compliance or investigations will be provided to the PEC for consideration of the amendment request.

**Amendment Checklist:**

□ Fully completed form

□ Approved board minutes or certification of the vote taken by the board

□ Rationale for the change and how the proposed changes will affect: the curriculum, the methods of instruction, formative and summative assessments, staffing and resources, the budget and the community.

Contact [charter.schools@state.nm.us.](about:blank)  if you have questions about completing or submitting documents.

Educational Program Amendment Request FORM

Submit this form and all supporting documents to[**charter.schools@state.nm.us**](mailto:charter.schools@state.nm.us)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Click or tap here to enter text.  **(name of charter school)**, hereafter "the School," effective on Click or tap to enter a date.

Provide the current contractual language describing the Educational Program elements the school seeks to change; if there is no specific language, describe the Educational Program elements that will be added to the contract.

Click or tap here to enter text.

The amendment requests that the PEC approve Section Click or tap here to enter text. Of the School’s contract so that Educational Program reads:

Click or tap here to enter text.

Please include a rationale for the requested amendment/change (see above):

Click or tap here to enter text.

The School's Educational Program amendment is hereby submitted by:

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. |
| ***Charter School Representative*** | ***Date*** |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For PEC/CSD use only\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

☐ *Consent Agenda* ☐ *Regular Agenda*

The School's Educational Program amendment was:

☐ Approved ☐ Denied

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. |
| ***Public Education Commission*** | ***Date*** |

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